

State Procurement Office

HePS  
Hawaii e-Procurement System  
Introductory Session  
For Departmental Planning

November 28, 2006  
9:00 AM, 10:45 AM, and 1:15 PM

HePS- A little History

- Phase 1- The SPO issuance of RFP and contract award to vendor-System Engineering, Inc. (SEI) and its subcontractor, SicommNet
- Phase 2 - Pilot program with DAGS and DOT for electronic request for quotes (eRFQ) for small purchase dollar levels
- Phase 3- Amendment of statutes and administrative rules for electronic procurement.
  - Act 283, SLH 2005
  - Procurement Circular 2006-07

## HePS - Where We Are Now

- Phase 4- Implement HePS
  - Small Purchases
    - Executive Branch - January - June, 2007
    - Other Jurisdictions – ASAP
    - SPO will procure some small purchases over \$15,000 for executive departments until trained.
  - IFBs & RFPs
    - SPO

## What can HePS Do?

### Vendors

- Registration
  - Interested vendors may register to provide their goods and services.
- Notification
  - Vendors receive e-mail notices of procurements for the goods or services they sell in the areas in which they are interested.
- Data
  - Database of vendors in various areas.

## What can HePS Do?

- RFQs - Requests for Quotes
  - Small Purchases
- RFBs - Requests for Bids
  - (IFBs) Invitation to Bid
- RFPs - Requests for Proposals
- RFIs – Requests for Information
- E-catalogs

## HePS Core Components

- Requisition
  - Request to buy
- Solicitation
  - On-line, wide distribution
  - More competition
  - Open and fair
- Award

## HePS Core Roles and Responsibilities

- Department System Administrator
- Approvers and Managers
- Requisitioners and Buyers
- Other Staff (as needed in implementation)
- Vendors

### Department System Administrator

- Oversight
  - Does not have to be a tech person
- Coordinates & Uploads
  - System users
  - Approval Paths/Procurement Infrastructure
  - Delivery and Billing sites
  - Can Use Clerical Assistance to Upload
- Runs Reports
- Primary Point of Contact - SPO & SicommNet

## Approvers

- Optional
- Can approve:
  - Requisitions;
  - Solicitations; and/or
  - Awards
- Can have several levels of approvers
- Can edit accounting info
- Run Reports

## Managers

- Optional
- Manage Buyer Groups which can be by:
  - Divisions, Branches, Offices
  - Funding Amount Limits
  - Types of commodities, etc.
- View Requisitions/Solicitations, Awards
- Run Reports

## Requisitioners

- Optional
  - (Function may be combined with Buyers)
- Make request to buy.
- Completes:
  - specifications
  - delivery sites
- Requisitions can be sent to Buyer Pools

## Buyers

- (Mandatory)
- Complete the solicitation by:
  - taking info from the requisition; or
  - create requisition and solicitation in one step.
- Create a report of the quotes received (an abstract)
- Make the award.

## Vendors

- Need to register.
- Need to register for the goods and services they provide.
- Need to read their e-mail.
- Note: Buyers can:
  - See who is registered for a particular commodity.
  - Notify vendors of a solicitation if they are not registered for a particular commodity.

## Implementation Considerations

- Centralization will help- the fewer, the better (when feasible).
- Electronic process is different than paper. Not a direct correlation. This will impact operations and procedures.
- E-mail and internet considerations-capabilities-tech staff needs to be onboard.
- Consider staff abilities with computers and internet.
- Ensure vendors are registered (letters, faxes, e-mail.)

## Change Management

- Consider taking small steps. You may want to keep paper processes for approvals until staff can make the transition and learn the process.

## Planning for the Future

- Eventually all procurement will be on-line: IFBs, RFPs, vendor and price lists.
- The users who conduct RFQs may be different than those who conduct RFBs (IFBs) and RFPS.
- Fewer people may be conducting procurements as it will take less time.



## How Will We Get This All Done

- Good Planning
  - Put your team together now (size will depend on the size and complexity of your department.)
- Training, Training, Training
- Feedback (User Groups)
- “Stars” will develop –facilitate their mentoring of others

## Next Steps

- Establish Team
- Train System Administrators
  - (December 14, 2006)
- Department Meets with SicommNet
  - See schedule
- Users Trained
  - within 30 days

**State Procurement Office**  
**[www.spo.hawaii.gov](http://www.spo.hawaii.gov)**  
**Click**  
**Hawaii Electronic Procurement System (HePS)**

To register for Dept. System Administrator Training  
[www.spo.hawaii.gov](http://www.spo.hawaii.gov)  
Click 'Training for State and County Procurement Personnel'

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